



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Administrative Memorandum

Number 03- 02

January 27, 2003

**SUBJECT: REQUEST TO REVIEW DISTRICT CASE RECORDS – REVISED
WFP&I 303**

Reference: None


Replaces: None

Attention: [X] WFP&I Investigative Staff

This memo releases the revised "Request for Review of Case" form, WFP&I-303. The WFP&I-303 is to be used by Welfare Fraud Investigators (WFI) to request cases for review from district offices.

The WFI shall follow-up and formalize the request by completing and forwarding the WFP&I-303 to the District Fraud Liaison. The WFI shall verbally confirm their scheduled appointment with the District Fraud Liaison.

The WFP&I-303 will be saved in template format on the share drive for use by WFP&I Investigative staff. Questions regarding this missive may be directed to WFP&I Program staff.



Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

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Wfpi303revise

Attachment

DEPARTMENT OF PUBLIC SOCIAL SERVICES



BUREAU OF HEALTH, NUTRITION & COMMUNITY SERVICES

Date: _____

TO: Fraud Liaison

District: _____

FROM: _____, Investigator
Welfare Fraud Prevention & Investigations Section

SUBJECT: REQUEST TO REVIEW DISTRICT CASE RECORDS

I am requesting to review the case(s) listed below in relation to a fraud allegation. I am requesting to review the case(s) at the following date and time:

Date: _____	Time: _____
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Case Listing:

Case Name	Case Number	EW File Number	Comments:

If you have any questions regarding this request or need additional information, please call me.
Thank you for your assistance.

Welfare Fraud Investigator

File Number

Telephone Number